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**A-barth Onan Hag Oll! Representing One and All**

##### **REPORTS FOR JANUARY 2017 MEETING**

**AGENDA ITEM 7.1**

STITHIANS PARISH COUNCIL MEETING

**TUESDAY 17th JANUARY 2017.**

NHW Report

Since the last meeting there have been three incidents brought to the Parish Council’s attention as follows:

Three youths who were visiting the area over the Christmas period are believed to have damaged 3 wing mirrors on cars parked in New Road. They also knocked over a motorcycle. The incident has been reported to the police (via 101 service) and they are considering what action to take (if any). The police would be more hopeful of a satisfactory outcome if there were either an eye witness to the crimes or if a crime was caught on CCTV. This is unlikely to happen in a rural community such as ours.

There was a suspected stolen car abandoned in the Trevales area. This incident was reported to the police via the 101 service

A vehicle crashed into the salt bin on the sharp corner at Tregolls. The salt bin was destroyed. We have no details regarding the car or driver concerned.

If any Parishioners have any further information regarding the above incidents please feel free to share with the Police on 101, the Neighbourhood Watch Team or Stithians Parish Council.

**Phil Blease**

**10th January 2017**

**AGENDA ITEM 9**

**Stithians Post Office Closure.**

Stithians Post Office closed on January 6th 2017 after only 4 months of trading. The Postmistress, Michelle Firminger has reluctantly made the decision after the Post Office refused to fund more than 8 hours support each week whilst the services were being offered for 45 hours per week at the converted toilets.

This lack of support from The Post Office meant that in addition to only being paid for 8 hours service, there was often insufficient cash to give customers, stamps were unavailable, mail was not collected daily but had to be transported to Ponsanooth and sent the following day, and that services like Special Next Day Deliveries could not be offered.

Coupled with this the actual shop business was running at considerably lower than breakeven levels and consequently the whole enterprise was losing money even in the busy Christmas period.

This is a bitter blow to Stithians especially after all the work, effort and money that went into the Parish Council led community project to convert the public toilets into a viable home for a full time Post Office.

I would like to thank Michelle Firminger, who contributed significant time, effort and money towards making the “PO at your convenience” work but sadly with the level of support from the PO and the public the project proved not to be viable.

I have been in contact with the Post Office and stressed the need for continued PO services to be available in the village. I have received a positive response and the PO have asked a local PO to run a temporary Outreach service in Stithians for 8 hours a week. The temporary arrangement will give the PO time to consult and seek a more permanent solution which will also be an 8 hour Outreach service. The most likely location for this service is The Stithians Centre which has the benefit of existing PO lines installed. Negotiations are on-going. I have excluded myself from these negotiations as I want to concentrate on continuing to work with the PO on getting a PO service restored to the village as quickly as possible and therefore I could have a potential conflict of interest as I also hold the position of Vice Chair of TSC.

The public toilets will remain open as at present and will be unaffected by the closure of the PO.

In due course, the rest of the premises will become available to rent. I anticipate it will not be difficult to find a tenant for the building and hopefully it will be a business which brings an interesting service to the heart of the village. Exit details are currently being discussed with the current tenant.

The future potential use for the building will be debated at the February meeting.

**Phil Blease**

**Chairman**

**12th January 2017**

**AGENDA ITEM 11**

Sports Hall for Stithians Discussion Document

**Introduction**

This document is intended to brief Stithians Parish Council (SPC) as to the scope, cost and complexity of providing a purpose-built Sports Hall for Stithians to enable us to consider the next step.

**Background**

It has long been suggested that Stithians would benefit from having a multi-purpose sports facility. Currently indoor sports facilities are limited to The Stithians Centre (TSC) and the snooker club. The Stithians Centre hall is too small and low to facilitate even a badminton court. There are also limitations on storage of equipment there.

A purpose built Sports Hall, could cater for a large range of new sports such as badminton, netball, and basketball whilst also providing winter facilities for tennis, hockey, football, cricket and bowling etc., the latter 3 having well established clubs functioning in the Parish.

Exercise classes currently account for a significant proportion of the bookings in TSC and if these were to migrate to a new sports hall it would have a detrimental effect on TSC going forward.

**Demand**

The only information we have available is the results of the Parish Survey which was done some years ago. The relevant section is appended to this report but to summarise the only sports that had more than 6 households interested in participating were as follows :-

Badminton 115

Gym 52

Fitness 37 Currently available in TSC

Swimming/Sauna 35 Unlikely to be included in any Sports Hall

Basketball/Netball 32

Squash 30 Unlikely to be included in any Sports Hall

Coffee Lounge 30 Unlikely to be included in any Sports Hall

Table Tennis 28

Tennis 20

5-a-side 17

Bowls 12

**Ball park estimate of what is involved in providing a Sports Hall.**

Sport England have several very helpful guides for establishing and running affordable Sports Halls. I recommend that all concerned should read the following document which is the source of the following information.

<https://www.sportengland.org/media/4647/affordable-sports-halls-main-document-2015.pdf>

You will see from the following a basic 4 court hall with changing facilities will cost of the order of £1.33 million pounds to construct (note these are 2015 prices). It would appear many of these facilities are often provided with the involvement of a school giving a base use with community use providing extra income.

Typical base construction costs (4 court hall) 1 : a) Sports hall £1.04m b) Sports hall + changing £1.33m c) Sports hall + changing + health and fitness £1.88m

Recommended sports hall dimensions: - 4 court 34.5 x 20.0 x 7.5 m

Conclusion

I believe this is a much bigger enterprise than has up until now been envisaged. Subject to discussion I would recommend that SPC set up a sub-committee to undertake more in depth market research following Sports England guidance to establish the following:-

1. To undertake more robust market research to determine if the likely demand for a Sports Hall can justify embarking on a capital project of this magnitude.
2. To enquire if the school has any need for sports hall facilities and if they would be interested in participating in a project.
3. To liaise with existing clubs to establish the appetite for supporting such an enterprise with capital or grant applications and the level of interest and commitment to using the facilities.

**Phil Blease**

**12th January 2017**

**Appendix 1**

**Relevant Extract from Parish Survey**

S4 Q36A A petition has been received for a sports hall to be provided in

Stithians village. Would you support it?

Raw data Percentage

Yes 335 59%

No 154 27%

Did not answer question 83 15%

S4 Q36B If yes, what sporting facilities would you like to see in it

Will not add up because multi answers to multi parts

Raw data Percentage

Badminton 115 15%

Gym 52 7%

General fitness adults/children 37 5%

Swimming/sauna 35 4%

Basketball/netball 32 4%

Squash 30 4%

Clubroom for youngsters/coffee lounge 30 4%

Table tennis 28 4%

Tennis 20 3%

5-a-side 17 2%

Bowls/tenpinbowls 12 2%

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Indoor games/sports unspecified 10 1%

Football 6 1%

Rugby 6 1%

Yoga etc. 6 1%

Volleyball 6 1%

Dancing 6 1%

Aerobics 6 1%

Martial arts 5 1%

Cricket nets 4 1%

Fencing 3 0%

Hockey 3 0%

Skateboarding 3 0%

Various 3 0%

Rock climbing 2 0%

Running/athletics 2 0%

Snooker/pool 2 0%

Trampoline 2 0%

Changing facilities 2 0%

Bikes (spinning) 2 0%

Astronomy 1 0%

Meditation 1 0%

Skittles 1 0%

Archery 1 0%

Boxing 1 0%

Not appropriate/n/a/no, etc. 1 0%

Did not answer question 295 37%

S4 Q37 Where would you like this sports hall to be sited

Will not add up because multi answers to multi parts

Raw data Percentage

On or near existing sports field 151 26%

Near village centre 19 3%

Between village & Hendra 16 3%

Cricket club 12 2%

In Stithians 10 2%

Showground 7 1%

Away from village centre 3 1%

Longdowns 3 1%

Somewhere with parking 3 1%

Lakeside 2 0%

Not playing field 1 0%

Not near us 1 0%

Don't know/not applicable 51 9%

Did not answer question 308 52%

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S4 Q38 Is there any other outdoor sporting facility you would like

Will not add up because multi answers to multi parts

Raw data Percentage

Netball 39 7%

Hockey 21 4%

5-a-side/football 5 1%

Rounders 4 1%

Clay pigeon/shooting range 4 1%

Basketball 3 1%

Swimming 3 1%

Marked out pitches/all weather pitches 3 1%

Motocross 3 1%

All outdoor activities/light outdoor activities 2 0%

Karate/self-defence/martial arts etc. 2 0%

Baseball 2 0%

Tennis 2 0%

Skateboard park enlargement/BMX track 2 0%

Archery 1 0%

Boules 1 0%

Golf 1 0%

Cycling 1 0%

Off-road track for bikes 1 0%

Rugby 1 0%

Did not answer question 430 81%

S4 Q39 Would you use these sporting facilities if they were provided

Raw data Percentage

Yes 158 28%

Possibly 5 1%

No 205 36%

Don't know 3 1%

Unable 1 0%

Did not answer question 199 35%

**AGENDA ITEM 12.1**

**Clerk’s Financial Report for Meeting on 17th January 2017**

**Summary of Decision Required:**

To note the Council’s current financial position.

Report:

12.1 Council’s Current Financial Position:

Appendices 1, 2 and 3 to this Report show the Council’s financial position as at 10th January 2017.

I do not propose to elaborate further on the Appendices but will be pleased to address any matters that Members may wish to raise at the meeting.

**JV Calvert**

**Clerk and RFO**

**10th January 2017**

**The Appendix to this report may be seen upon application to the Clerk**

**AGENDA ITEM 13.1**

**This is merely a list of current Planning Applications prepared for the convenience of Councillors and is not included here. Anyone wishing to see it may do so upon application to the Clerk.**

**AGENDA ITEM 13.3(a)**

**Application Ref;** PA16/11334 Proposal Construction of a general purpose building for storing and cutting firewood Location Land South East Of Higher Trolvis Farm Trolvis Longdowns Cornwall

Applicant Mr M Hearn

**Decision Required:**

Members are requested to consider the following report to reach an informed decision regarding the above planning application.

**Date of Site Inspection:**

11/01/2016

**Councillors who undertook the site inspection:**

Cllrs Phil Blease Viv Kavanagh

**REPORT:**

**Background:**

This application is from Mr M Hearn trading as Bob Wilmot Logs. Currently the business trades from rented premises on the nearby Blast Clean site. It is necessary to relocate the business as the Blast Clean building currently being used is required for additional storage for the Blast Clean business.

The proposal is to build a purpose built agricultural style building to be located at the lower end of a field currently under the ownership of the applicant. The proposed building is 16 m long x 9 m wide x 4.3 m high to the apex and will be used for preparing and storing wood in the pursuit of the established business of supplying firewood.

The application was silent on toilet facilities, parking spaces and details on the track which would need to be established to access the building. On site we were advised that parking spaces for 3 employees would be needed at some stage but the owner does have alternative parking options at his dwelling which is close by. It was suggested by the agent, that toilet facilities could be addressed with a Portaloo arrangement.

After the initial construction, traffic movements will the same as at present but the proposed site offers a safer visibility splay and is closer to the main road at Longdowns.

The visual impact of the building will be minimised by being sited at the lower end of the field and again on site it was suggested some screen planting could be added although the application is again silent on this matter. The building will be visible from the main Falmouth to Helston road.

There are no near neighbours who are likely to be adversely affected by the visual impact or indeed potential noise. The nearest neighbour is the Lawer Bros. quarry. There are a number (approx. 15) dwellings which will have distant views of the building if built.

The building will be timber clad to the walls and the roof will be fibre cement sheet construction and grey in colour.

Rain water run-off will be addressed with a soakaway.

**Matters of Concern:**

The application would have benefited from more detail in respect of the access track, parking arrangement, proposed screening and toilet facilities.

**Cllr P.C. Blease**

**11th January 2017**

The Chairman has received the following representation from Ian Almond, a local resident:

*The applicant has very recently acquired the established business/premises,  but now claims the  present premises is not fit for purpose, so why did the applicant purchase the business in the first instance?.  The established/existing business is presently operating in a disused quarry surrounded by bunds which helps retain the noise and visual impact. The existing business/premises is approx 500m from my residence and the sound of machinery is often audible, the new owner/ applicant now wishes to relocate/build a new workshop/saw mill on high ground approximately 100m from my residence which will have no sound barriers and in full view from my main windows.  I also have concern that the applicant has not confirmed days/ hours of business/operating in his application. Traffic would also be increased on this already highly congested road if permission was granted, as the use of the original premises would be replaced/reused by another business.*

*Would you please consider my comments whilst making your report.*

IAN ALMOND  
HAZEHEATH  
HIGHER TROLVIS  
LONGDOWNS PENRYN

Members are requested to consider it when reaching a decision.

**AGENDA ITEM 13.3(b)**

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| --- |
| **Application Ref;** PA16/12001, Demolition of single storey existing rear extension and construction of 2 storey rear extension and associated works. |

**Decision Required:**

Members are requested to consider the following report to reach an informed decision regarding the above planning application.

**Date of Site Inspection:**

9/01/2017

**Councillors who undertook the site inspection:**

Councillors V. Kavanagh and H. Jones

**REPORT:**

**Background:**

Mrs Clements-Mowbray lives at the semi-detached property with her two young children; who attend Stithians Primary School.

The proposed works will provide much needed and improved living space for the family; providing a larger living room (kitchen removed), new kitchen/dining area with double aspect windows and doors, ground floor WC, front porch and hall with stairs to 3 reasonable sized bedrooms, one with En-suite and a family bathroom on the first floor. It is worth noting that the proposed extension will be of a similar size to that already completed by the adjoining property.

It is proposed that the external finishes will be of similar materials to some of those existing. The proposed new extension is to have white uPVC windows and doors with the option to install folding doors to the kitchen in white powder coated Aluminium. The upstairs side windows that would overlook a neighbour’s property will use frosted glass.

The proposal will not adversely affect any neighbouring properties and the property lies within a reasonable sized plot

**Matters of Concern:**

None

**Cllr H. Jones**

**10th January2017**

**AGENDA ITEM 13.3(c)**

**Application Ref;** - PA16/11718 Retention and completion of dwelling and construction of detached garage Location Penhallow Barn Trewithen Moor Stithians Cornwall

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| --- |
| Applicant Mr And Mrs N Stubbs |

**Decision Required:**

Members are requested to consider the following report to reach an informed decision regarding the above planning application.

**Date of Site Inspection:**

N/A

**Councillors who undertook the site inspection:**

N/A

**REPORT:**

**Background:**

This is an application for a modest single storey 2 bedroomed property with slight modifications to a previously approved application granted after an appeal. Much of the following text is copied from the Design, Accessibility & Planning Appraisal which forms part of this application and contains drawings and useful information.

The application seeks to retain and complete a part-completed dwelling which was formerly an agricultural building on a holding at Trewithen Moor, Stithians. The original conversion scheme was approved by an Inspector under the Class Q (GDPO) prior notification process (reference APP/D0840/W/16/3146275). Owing to limitations with the Class Q process and minor deviations from the approved plans, the need has arisen to make an application to retain and complete the dwelling in the form presented in the current application. As part of the application, the proposal also seeks to enlarge the curtilage associated with the dwelling house and provide a detached garage; both of which are reasonably required to enable the dwelling to function properly as a family home for the applicants and their daughter. The proposal has been discussed with the officers of Cornwall Council and amendments have been made to the scale and appearance of the garage to ensure that it better preserves the character of the area.

The proposal seeks to retain and complete the dwelling in a very similar way to that approved by the Inspector under appeal reference APP/D0840/W/16/3146275. The differences between the previous proposal and current proposal include the marginally higher ridge height, the omission of a small number of windows, provision of a flue and alternative cladding treatment on the rear elevation (not visible outside of the site). The dwelling will not appear significantly different from the scheme already permitted. The curtilage surrounding the dwelling and proposed garage is more appropriate in area than that previously permitted under the Class Q application and will improve its functionality for the benefit of the applicants. It is still considered to be a modest area, mostly laid to hardstanding that provides a sufficient buffer from the adjacent agricultural land, also within the ownership of the applicants. The garage is intended to be used for vehicular parking and storage in connection with the host dwelling and is expected to be conditioned as such.

**Matters of Concern:**

None

**Cllr P.C. Blease**

**9th January 2016**

Mrs Stubbs will be present at the meeting but has asked that she be permitted to submit her representation in writing as there are several aspects she wishes to clarify. In order, therefore, to keep her verbal presentation to a minimum, the Clerk has agreed to append her comments to this report. Members are requested to consider them when reaching a decision. They are as follows:

Dear Mr Calvert

Thank you for your time yesterday.

As agreed please find outlined below a synopsis of the course of events which have resulted in the Council inviting us to make this current planning application:

1. We made a prior approval application under Class Q of the General Permitted Development Order in July 2015 to convert our small single storey agricultural barn into a 2 bed dwelling for our family. This was refused by Cornwall Council on the grounds they did not believe our agricultural land and the building had solely been used for agricultural purposes as part of an agricultural holding, despite us providing substantive evidence to support our application. These were the only issues raised by the Council.
2. We appealed the decision (at a cost of £9,000) and the appeal was allowed and the Inspectors decision was very much in our favour.
3. Having secured bridging finance we commenced work in October to convert the barn with the intention of moving into it this Spring, and selling our existing cottage (situated on the opposite side of the road from our agricultural barn) in order to repay the bridging finance.
4. We then applied for consent for a double garage which we understood Cornwall Council were about to grant consent for, but in carrying out a second site visit the planning officer flagged that the works we had carried out to the barn appeared to be more than a conversion. Following some discussion and a meeting Cornwall Council eventually confirmed that they consider the works we had carried out go beyond what is permitted under Class Q.

The Class Q legislation regarding building works states:

*Development is not permitted by Class Q if—*

*(i) the development under Class Q(b) would consist of building operations other than—*

*(i)                  the installation or replacement of—*

*(aa) windows, doors, roofs, or exterior walls, or*

*(bb) water, drainage, electricity, gas or other services,*

*to the extent reasonably necessary for the building to function as a dwellinghouse; and*

*(ii)       partial demolition to the extent reasonably necessary to carry out building operations allowed by paragraph Q.1(i)(i);*

The legislation expressly therefore expressly allows for new/ replacement roofs, exterior walls and window and door openings and we believed we were following this legislation. We put in our application that we would be putting on a “new roof structure and cladding” and this was never flagged as an issue by the Council at any stage.

1. We have to satisfy building regulations for the building to meet statutory requirements as a dwelling. Our building control inspector has confirmed to the Council in writing that they consider what we have done to be a conversion and the works undertaken are all necessary for it to function as a dwelling.
2. Some planning policy guidance was introduced in March 2015 and this appears to contradict the legislation as it says *“It is not the intention of the permitted development right to include the construction of new structural elements for the building. Therefore it is only where the existing building is structurally strong enough to take the loading which comes with the external works to provide for residential use that the building would be considered to have the permitted development right.”*
3. We have undertaken hours of research and the decisions interpreting the planning policy guidance are very inconsistent – no-one seems sure how to interpret the guidance alongside the legislation. Many of the Class Q applications which have been approved will require more extensive works than we have undertaken to comply with Building Regulations and it is impossible to convert any genuine agricultural buildings without extensive works, hence the legislation allows for major works.
4. We have met with George Eustice MP to discuss the obvious conflict between the legislation and guidance to try get this resolved at a higher level as we feel sure we will not be the only ones to find ourselves in this position. He was very supportive and has written to the planning minister to flag this issue and we are awaiting a response.
5. There has been a mix up with the plans and the Planning Inspector referenced the wrong set of plans in his decision notice. The ridge line of the building is circa 25 cm higher than the Council believe it should be. We have also omitted two windows as we decided they were not necessary, and would like to add a flue for a small woodburner. Unlike a normal application, Class Q is very inflexible and does not allow for these minor amendments so the Council have now requested that we make a new application to formalise the situation. They also asked that we withdraw the garage application we had submitted and include plans for a smaller garage with this application. This is the course of action agreed with the Council and they have advised that they will do their best to support the application to avoid the need for formal enforcement action bearing in mind the minor differences to what has already been approved.
6. Penhallow Barn will not look materially different upon completion to what already has consent. It was and still is a timber frame and predominantly timber clad barn and has no adverse impact on the amenity to the area.
7. We have acted in good faith and would never have knowingly put ourselves in this position. We have a 3 year old daughter and have worked extremely hard to have our current home and the prospect of a new home on our agricultural land.  My mum is severely disabled and Penhallow Barn will be much easier for her to access and visit than our current cottage.
8. We have borrowed a significant sum of money to undertake the works and have now spent nearly £30,000 getting to this point so will have to sell our house to repay this loan this summer whatever happens. We will therefore be forced to go from a relatively secure position of owning our own (mortgaged) home to moving into rented accommodation, as all our equity will be needed to repay the loan, if this application is not approved and Cornwall Council then opt to take enforcement action against us.

I am sorry about the length of this email but we have invested everything we have both financially and emotionally in Penhallow Barn and are desperately worried about our current situation. We have lived in our current cottage for over 10 years and love being part of the community of Stithians. We really need your support for us to be able to complete Penhallow Barn.

I appreciate that you expect it to be a busy meeting on Tuesday due to the unfortunate closure of the new post office/ village store. I would still like to say a few words in support of our application if possible please but as agreed if you could circulate the above background information to the Councillors I will keep it very brief.

Many thanks again.

Regards

Beth Stubbs

**AGENDA ITEM 13.3(d)**

**Application Ref;** PA16/11749 Proposal Construction of detached dwelling and garage to replace the existing dwelling, and associated works.

Location: Lanefield, Carn, Stithians, Truro

**Decision Required:**

Members are requested to consider the following report to reach an informed decision regarding the above planning application.

**Date of Site Inspection:**

I previously visited this site in January 2016.

**Councillors who undertook the site inspection:**

Phil Blease

**REPORT:**

**Background:**

The accommodation at the property is currently comprised of two small wooden sheds/chalets and an ancillary caravan, all separate from each other, which have benefit of a Certificate of Lawfulness for Existing Use or Development as a residential dwelling house which was granted on 25th February 2016. You can see the pictures attached to the Design and Access Statement which forms part of this application. Stithians Parish Council opposed the Certificate of Lawfulness and gave supporting evidence. That debate, however, has been lost and now we are considering the suitability of the proposed dwelling in this location.

The proposal is for a single two storey, 3 bedroomed dwelling which has a total gross floor area of 132.6m², together with a detached double garage of 37.2m² total gross floor area, standing within their own generous ‘plot’.

A vehicle parking/turning area between the dwelling and garage permits vehicles to enter and exit the site in a forward gear. The existing access point to the south of the site will be infilled to provide a contained rear amenity space. The proposed new entrance of the lane will improve visibility and safety when entering or exiting the site.

The building is of traditional two storey ‘cottage’ style design, with benefit of traditional pitched roofs and the use of a front entrance porch to add some character. Materials for external finishes are to be mineral fibre slates for the roofs with terracotta clay ridge tiles, natural local stone facings with brick quoin and lintel detailing to window, doors and corners of the principal front elevation, and porch walls clad with timber weatherboarding; with a textured ‘cottage’ render with a painted finish used elsewhere. Doors, windows and fascias to be of UPVC construction of a Chartwell Green colour, and the windows to have slate cills.

The proposal seems quite modest and in keeping with other properties and plots in the area. The finished dwelling will certainly be better than the dilapidated shed/chalets and caravan that are currently an eyesore.

**Matters of Concern:**

None

**Cllr P.C. Blease**

**9th January 2017**

**AGENDA ITEM 13.3(e)**

**Application Ref;** - PA16/12066 Non-material amendment (NMA 1) for minor amendments to the glazing, materials and garage to PA15/02272

Location Tretheague Farm Tretheague Stithians Cornwall TR3 7AF

**Decision Required:**

Members are requested to consider the following report to reach an informed decision regarding the above planning application.

**Date of Site Inspection:**

N/A

**Councillors who undertook the site inspection:**

N/A

**REPORT:**

**Background:**

This is a non-material amendment (NMA) to a previously approved planning application for the new property currently being constructed on the site. The NMA simply relates to increasing the number of velux windows in the property to suit site conditions and to achieve maximum benefit from natural light.

**Matters of Concern:**

None

**Cllr P.C. Blease**

**9th January 2016**

**AGENDA ITEM 13.3(f)**

**Application Ref;** PA16/11153 Change of use of land to domestic curtilage and construction of garage with store over - Fair View Cottage Tubbon Hill Stithians Truro Applicant Mr D Hand

**Decision Required:**

Members are requested to consider the following report in order to reach an informed decision regarding the above planning application.

**Date of Site Inspection:**

N/A - Site is easily visible from road

**Councillors who undertook the site inspection:**

N/A

**REPORT:**

**Background:**

The application is for the change of use of a strip of land on the opposite side of the road from Fair View Cottage. The application is for change of use from agriculture to residential. The application also includes the erection of a garage for 2 cars, with a store on the first floor located a little way up the hill from Fair View Cottage.

The proposed building is 12.6m long x 5.2 m wide x 5.5 m high. Construction is double skin block with a tiled roof. The rendered finish would be painted to blend in with Fair View cottage on the other side of the road.

The proposal includes a 3.6 metre wide up and over metal door, a uPVC pedestrian door, 5 uPVC windows and an internal stair case.

A previous application for a 2-storey extension to Fair View Cottage under ref PA11/09407 was granted in 2011 but one of the conditions was that “The area outlined in green on drawing number 3041:2 shall be retained for the parking of vehicles incidental to the enjoyment of the dwellinghouse as such known as Fair View Cottage, Tubbon Hill, Stithians and shall not be used for any other purposes”.

**Matters of Concern:**

The site, which has recently been cleared and gravelled, currently hosts 2 containers which have been subject to an enforcement investigation. The enforcement investigation is currently on hold subject to this application being considered with the applicant advising that the 2 containers would be removed if the planning permission for the garage store is granted. The containers are currently being used for storage of tools and materials in relation to the applicant’s business.

The size of the proposed building seems disproportionate to the garaging of 2 cars. There is a significant area for storage on the first floor accessed by stairs.

The construction and finish proposed appear more in keeping with a dwelling than a simple garage/store.

Some form of septic tank (onion shaped tank) was recently installed on the site just below the new blue container, the purpose of which is unclear when the proposed building would not normally require such a facility.

It is hard to understand how the site can currently be designated as “agriculture use” as the land either side of the site appears to be simply road side verges.

It would be comforting if the planning department can confirm that all land ownership in relation to this application lies with the applicant.

**Cllr P.C. Blease**

**8th January 2017**

**AGENDA ITEM 13.3(g)**

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| **Application Ref;** PA16/12123 Certificate of Lawfulness for The conversion of outbuildings to a self-contained dwelling which has been let out as a holiday let. |

**Decision Required:**

Members are requested to consider the following report to reach an informed decision regarding the above planning application.

**Date of Site Inspection:**

13/01/2017

**Councillors who undertook the site inspection:**

Councillors V. Kavanagh and H. Jones

**REPORT:**

**Background:**

Little Trebost, which sits in 6 acres, is in the process of being sold; the applicants, Mr Heap and Mrs Marshall, are downsizing and moving to a bungalow in Truro.

During the ‘selling process’, it was identified that the dwelling adjacent to the converted barn (the main house) had been unlawfully constructed and used as a separate and self-contained holiday let; comprising of a bedroom, bathroom, compact kitchenette and lounge.

The building conversion took place over 15 years ago, and the subsequent self-contained dwelling has been continuously let out from 2006 to September 2016.

It is surprising that the correct process was not followed at the time, as I am confident that if planning application had been applied for it would have been granted.

Given the time frames involved, and the detailed documents included with the application, we see no reason to refuse the application.

**Matters of Concern:**

None.

**Cllr H. Jones**

**2017**

**AGENDA ITEM 14**

**Clerk’s Report for Meeting to be held on 17th January 2017**

**LICENSING APPLICATIONS**

**Decision Required:**

**To note and accept the content of the report on Licensing Applications.**

**Report:**

As Members are aware, I receive an e-mail every week detailing all licensing applications. Up to 10th January there had been no applications affecting Stithians.

For Members’ information, who wish to check applications for themselves, the link to the website is [**www.cornwall.gov.uk/default.aspx?page=21173**](http://www.cornwall.gov.uk/default.aspx?page=21173)

I receive no such assistance with details of applications received in relation to sex establishments and so still have to do that myself. I last checked the link to their website, which is [**www.cornwall.gov.uk/default.aspx?page=28415**](http://www.cornwall.gov.uk/default.aspx?page=28415) **,** on 10th January and found no new applications in respect of the licensing of sex establishments affecting Stithians although there is an application to renew the licence for an establishment in Newquay.

**JV Calvert,**

**Clerk**

**10th January 2017**

**AGENDA ITEM 15.1**

**Clerk’s Report for Meeting to be held on 17th January 2017**

**New Cemetery Provision**

**Decision Required:**

1. **To note and accept the content of the notes of the Cemetery Working Group Meeting held on 5th January 2017.**
2. **That a meeting of the Cemetery Working Group be held on Thursday 26th January at 9.30am.**

**Report:**

**The Cemetery Working Group met on 5th January and the notes of that meeting appear as Appendix 1 to this report. Members are asked to note the content thereof.**

**Members will note that they contain an estimate of cost for completion of the cemetery and that the Cemetery Reserve is unlikely to be sufficient to cover all the costs that will be involved. Members therefore need to be aware that in the coming financial year there may well have to be a certain amount of viring of money from one reserve to another.**

**I made the payment of £1,257 + £251.40 to South West Water on 11th January for the connection of the new water supplies to new meters at Haverigg Corner. The quotation from SWW for this work was accepted under Minute 08/12/16(2)** **and payment is reported under agenda item 23.**

**Before the connection can be made, however, the new pipes have to be cleansed to the satisfaction of SWW and I have been advised that this should not be arranged until a date is known for the connection to be made. As soon as I have the requisite date, I shall make arrangements for the cleansing.**

**I hope to be able to present a drawing to your meeting reflecting the decisions made at the CWG meeting.**

It will be necessary to hold another CWG meeting before public consultation takes place and I suggest 9.30 on Thursday 26th January.

**JV Calvert,**

**Clerk**

**11th January 2017**

**Appendix 1 to AGENDA ITEM 15.1**

**NOTES OF CEMETERY WORKING GROUP MEETING HELD ON**

**THURSDAY 5th JANUARY 2017**

**Present:**

(PB) Councillor P Blease - Chairman

(JT) Councillor Mrs J Thomas - Environment Portfolio Holder

(VK) Councillor Mrs V Kavanagh

(BG) Councillor B Gilbert

(JVC) John Calvert - Clerk

**Apologies:**

(PS) Councillor P Sims

**Notes of Meeting:**

|  |  |
| --- | --- |
|  | **Action** |
| 1. There was considerable general discussion over the 1:200 scale plan tabled by the Clerk which he had amended to reflect discussion at the previous meeting.   BG advised that a pets’ cemetery could be more bother than it was worth because of legislation appertaining to it and suggested that a memorial garden for pets might be more appropriate. |  |
| 1. “Ballpark” estimates had been obtained for the various items previously agreed  * A wall rather than Cornish Hedge between car park and cemetery abutting the car park (i.e. no landscaped strip in car park) to be granite faced on car park side and smooth on cemetery side to be a Memorial Wall for plaques to commemorate those cremated would cost around £20,000 including the terrace in front of it. * A Cornish hedge instead of the wall would cost £7,250. * Digging out and stoning the footpath would cost £2,500. The cost of timber edging to both the footpath and access road would be £2,860 compared to £5,860 for kerb edging. * Cost of tarmac for the car park and access road would be £30,125 for two layers and £19,045 for one layer. * Cost of tarmac for access from existing cemetery would be £1,200 for two layers and £760 for one. |  |
| 1. BG ascertained that the Cemetery Fund currently stands at £44,995. In actual fact, allowing for payments to Rex Andrew agreed at the November PC meeting, this figure is actually £42,195.   It was therefore agreed that the wall should be replaced by a Cornish hedge, there would be no terrace (a small memorial wall could be erected in the first instance and extended as necessary), all edgings to be kerbed for durability, one layer of tarmac to be used and the central access road to be reduced in width to 2 metres making it a path rather than a road.  It was agreed to install a gate for tractor access from the car park adjacent to the public footpath and a kissing gate at the entrance to the public footpath.  It was noted that Rex Andrew had, with the Clerk’s agreement, “tidied up” the grass in the cemetery and trimmed the boundary hedges. He had also commenced work in connection with laying the water supply pipes.  It was agreed that the trees which were currently stored at the home of Roger Nicholls should be properly inspected with a view to planting those that were suitable along the boundary fence. JT advised that neither County Forestry nor Woodland Trust were able to supply trees at the present time and was not aware of other sources. | **JVC** |
| 1. The following is the best estimate of cost able to be made at present:   The items marked with an asterisk are very much “guesstimates” and may well be more than indicated.  There is no doubt, however, that the total cost of the project will exceed the monies available, and it should be borne in mind that there will be other incidental expenses in establishing a garden of remembrance with memorial wall(s), an area for cremated remains and a memorial garden for pets no doubt along with other items as time goes on.  This will clearly take the total well beyond the monies available in the fund. JVC pointed out that it had always been acknowledged that it may be necessary to take some from the Sports Development Fund which could possibly be replenished by a one-off increase in the precept for 2018/19. An increase of £10,000 would result in an annual increase of something like £15. The Sports Development Fund presently stands at £16.819 but it is anticipated that at least £10,000 will be available from the Toilet Refurbishment Fund. |  |
| 1. It was again acknowledged that there were many other aspects, not least of which is the administration and running of the cemetery, which need to be addressed but the main priority now needs to be what facilities are to be included and where. Once proposals are agreed, a public meeting will be held to consult on them. |  |
| 1. *Next Steps:*  * Prepare plan incorporating items in 3 above for presentation to the January PC meeting. * Investigate plot sizes and depths for cremated remains. * Investigate exactly what is involved in establishing concrete strip for fixing Headstones. * Take pictures of Killivose Cemetery for reference and ascertain procedure for fixing headstones. * Investigate what is involved in Humanist/Natural Burials. * Discuss with Tyrone the possibility of him planting trees currently at the home of Roger Nicholls * Consult Kingsley Tresidder re existing funeral arrangements.   The above findings to be reported to the next meeting of the Group. | **JVC**  **JVC**  **JVC**  **JVC**  **JT**  **JVC**  **VK** |
| 1. *Next Meeting:*   No further meeting was arranged – the next step will be to hold a public meeting. |  |

**JV Calvert**

**Clerk**

**6th January 2017**

**AGENDA ITEMS 16.1 – 16.8**

**Footpaths, Highways & Environment Portfolio -**

**Clerk’s Reports for Meeting on 17th January 2017**

**Summary of Decisions Required (Details in report):**

1. **To note and accept the content of the report on the meeting with the Cormac Area Manager held on 10th January 2017.**
2. **To write to the owners of Crane Garage to request that verges and roads are not used for storage of vehicles.**
3. **That future communications on highway matters should be channelled to Cornwall Council/Cormac through the Clerk.**
4. **To purchase a 0.28 cubic metre salt bin (Dimensions mm L x W x H 1085 x 500 x 730) filled with 340 kg of road salt from Cormac in the sum of £164.87 inclusive of VAT and delivery.**
5. **To install a hand dryer in the toilets at an estimated cost of £150.**
6. **To note the request from the Milestone Society for funding towards the re-carving of two milestones on the A394 and to defer any decision until such time as the amount of money concerned is known.**
7. **To agree which Councillors should investigate the ownership of land surrounding the driveway to Crellow House and other dwellings.**
8. **To approve the two documents presented to the meeting appertaining to the setting up of a Stithians Energy Group.**
9. **To agree to support the Stithians Energy Group as much as possible.**
10. **To agree on a Councillor to represent the PC on the Stithians Energy Group and to agree that all Councillors sign up to it in a private capacity.**
11. **To grant Mr Brian Piper, when acting on behalf of the Stithians Energy Group, dispensation to speak at Parish Council meetings.**
12. **To note and accept the content of the report on Council Notice Boards.**
13. **To receive a verbal report from the Chairman on Post Boxes in the Parish.**

Reports:

16.1 Environment Portfolio Holder’s Report:

The Portfolio Holder informs me that she sees no necessity for a written report.

16.2 Meeting with Cormac Area Manager – 10th January 2017:

The notes of this meeting appear as Appendix 1 to this report.

Members asked to note and approve the content thereof, particularly with respect to the decisions identified at the end of the notes.

16.3 Toilets – Installation of Hand Dryer:

Following suggestions from several users of the toilets that one should be installed, I am advised by Councillor Gilbert that a 2kW stainless steel hot air hand dryer can be obtained for £130. He is willing to fit it free of charge but estimates a cost of approximately £20 for associated materials. I therefore seek Members’ approval for this expenditure, which, if approved, would come from the toilet refurbishment reserve.

16.4 Re-carving of Milestones:

I have received the following e-mail from Ian Thompson of the Milestone Society:

*You may be surprised to know that Cornwall has the best collection of roadside granite milestones in Britain.*

*Two turnpike milestones on A394 between Falmouth and Helston had their inscriptions chiselled off during the Second World War. Other milestones on this road survive intact and I would like to get the inscriptions on these two re-carved.*

*They are at SW740343, which should read HELSTON 7, PENZANCE 20 and FALMOUTH 5 TRURO 9¾, and at SW754346, which should read HELSTON 8, PENZANCE 21 and FALMOUTH 4 TRURO 8¾.*

*The milestones are in prominent positions beside this busy road. At the moment, they are blank lumps of white-painted granite. If they were re-carved they would be seen by a very large number of people and would have real meaning.*

*My idea would be to use a local monumental mason to re-cut the lettering in the same style as the original. I am seeking local funding from parish and Cornwall councillors to cover the cost of re-carving.*

*Would Stithians Parish Councillors be willing to put forward a sum towards the renovation of the milestone in their parish?*

*With my best wishes,*

*Ian Thompson,*

*The Milestone Society,*

*Newquay,*

*Cornwall*

*Reg. Charity No. 1105688*

I asked the obvious question and, until he is able to obtain quotations from monumental masons, he is unable to give an indication of the cost involved. I have therefore informed him that Members are unable to make a decision until that figure is known.

16.5 Land behind “At Your Convenience”:

The Chairman has prepared the following report:

**Wooded Land surrounding driveway to Crellow House and other dwellings**

**Introduction**

There is a large wooded area in the centre of the village behind the public toilet. This area has not been maintained for many years and is somewhat of an eyesore and several trees are in need of attention and general tidying up. There may even be safety issues with some large branches growing over the toilets, school yard and road. There is litter in the area and some bushes are growing out over the public footpath and highway.

**Background**

I understand that the owner who sold the properties years ago retained the ownership of this land but conveyed rights of recreational use of the woods to the current owners of the various properties located behind the woods. I also understand that Stithians Parish Council (SPC) has previously tried to contact the land owner (who lives abroad), without success.

I believe that it would benefit the community and the residents if the area were to be tidied up and kept clean and tidy going forward.

Obviously, the first thing that needs to be done is to establish contact with the owner. This may be easier now as several of the properties have recently changed hands and no doubt one or more solicitors must have investigated the ownership and rights.

**Recommendation**

That one or two Councillors put on their Sherlock Holmes hats and try to establish contact details for the owner of the land. I suggest interviewing the owners of properties behind the woods may be a good starting point.

Once the owner has been established SPC can communicate with the owner to discuss possible solutions going forward.

16.6 Stithians Energy Group:

As Members are aware, Brian Piper is hoping to set up a Stithians Energy Group and indeed have pledged to support him in his efforts. The intention is to invite a representative from SPC and to invite all other Councillors to join in a private capacity. He is hoping to have enough interest to get this off the ground and has produced a short report (Appendix 1) outlining the objectives of the group. Also attached (Appendix2) is his Stithians climate change mitigation strategy for Members’ information.

Members are asked to approve both these documents and to reiterate their support for his efforts.

It further requested that a Councillor be nominated to serve on the Group and that all Members join in a private capacity at the appropriate time.

I also feel that, in order to properly present matters appertaining to the Group to meetings of the Council, Mr Piper should be granted dispensation to speak in Council meetings in the same way as that granted to Rod Davis, the Transport Representative.

16.7 Notice Boards:

As reported previously, a suitable PVC window has been sourced for use as a notice board at the Institute which is currently in the custody of ex-Councillor Peter Tisdale. I hope to be able to report to the meeting that it is now stored in the Playing Field Pavilion pending arrangements being made for adapting it for use as a notice board

16.8 Post Boxes:

The Chairman will report verbally on this matter.

**JV Calvert,**

**Clerk**

**12th January 2017**

**Appendix 1 to AGENDA ITEM 16.2**

**NOTES OF MEETING WITH THE AREA MANAGER,**

**CORMAC SOLUTIONS LTD, 14.00hrs 10th January 2017**

**Present:**

Ben Dickinson (BD), Cormac Area Manager

Cllr Joy Thomas (JT), Portfolio Holder for Environment, SPC

Cllr Phil Blease (PB), Chairman, SPC

**Apologies:**

John Calvert (JVC), Clerk, SPC

*Colours indicate action required by that person.*

1. **Closed Churchyard**:

*Tree and Wall:*

Planning permission for works to the tree had been granted despite SPC’s suggestion that it should be felled completely. Work has yet to start.

1. **Surface Dressing & Highway Patching Programmes:** 2016/17 programme now complete. BD will bring schedule of routes for 2017/2018 year to next meeting.
2. **Gritting Routes**: The situation remains the same and had been reiterated in an e-mail from Peter Tatlow in response to an e-mail sent at the request of the PC for Bus Routes to be gritted There was still grave concern over what would happen in a severe winter, which there had not been for some time. BD advised that there was pressure for gritting budgets to be cut even further. He advised that salt bins would, however, be filled before the onset of winter.
3. **Cyclical Maintenance:** Has been done once and may be done again depending on finance available following the winter gritting. The CC Portfolio Holder is pressing for funding for a second visit and has been asking staff for examples of why it is necessary. BD advised that targeted maintenance work had been carried out at Sunny Corner Bolt Hole and this had been used as an example referred to above.
4. **Drainage Problem at Longdowns Bus Lay-by:**

BD reiterated that this would definitely be addressed by March 2017.

1. **Crane Garage**: JVC advised that the problem of indiscriminate parking has been raised at the October PC meeting. All present agreed that as much has been done as could be done and that all agencies were totally uninterested. Reports of abandoned cars appear to have resulted in some cars being removed from layby opposition Rosmanowes Hot Rock entrance. Suggest SPC consider writing to owners of Crane Garage to request that verges and roads are not used for storage of vehicles.
2. **Speed Watch:** JVC had requested an update from Cllr John Thomas but had not received a reply. BD had previously been informed that there were no police resources for new schemes but due to lobbying by Cllr Thomas and others it was reported to the last meeting that this seems to be changing. BD had advised that a new Community Liaison Officer, Elly Grey, has taken over and progress was being made. A new scheme had started in Fourlanes with help from PCSO Jenny Adams. PB had obtained email contact details of Perranwell speed watch co-ordinator/trainer which might be useful. BD will try to get similar contact details for Four Lanes scheme. PB had previously suggested that one or more of the new PC members might like to progress this with John Thomas and these other useful contacts.
3. **Longdowns Central Refuge:** It had previously been reported that the Local Member’s Scheme for a refuge and a review of speed limits in the area, along with most of the other schemes submitted had not been included in the programme of approved schemes and that no-one seemed interested in activating the speed camera. PB previously advised of a planning application for 6 houses just inside Halvasso Lane and the application mentioned the reinforcement of the 30 mph limit by adding roundels in the road. SPC had suggested that a refuge might further reinforce the speed limit and make it safer for people to cross the road. This application has subsequently been withdrawn. JVC advised that, following the September PC meeting he had received information from the Police and Crime Commissioner, who had contacted the Camera Partnership, that the casing of the camera in Longdowns had rotted out and therefore could not be used. It was, however, programmed for replacement in the current financial year, after which the camera would be reinstated. Speed control and safer methods for pedestrians crossing the road at Longdowns remains high on SPC wish list.
4. **Traffic Regulation Orders:**

The list of these is growing:

* *Bus Stops:*  Neither of the two stops in Crellow Lane has a legal order and CC will therefore not agree to the marking as they were considered new schemes. They are therefore on a wish list.
* *Stithians Centre:*Extra disabled space.
* *Gribbas Corner:*Double yellow lines.
* *20 Minute Waiting opposite “At Your Convenience”:*Raised at October PC meeting.
* *Yellow Lines –**Collins Parc:* Raised at October PC meeting.

BD advised that Helston Town Council had just started the process of applying for various TROs and suggested that it might be possible to add the Stithians ones to theirs. JVC asked Helston Town Clerk but reluctant to add them as Helston already had quite a long list.

BD will write to SPC with costs associated with Traffic Regulation Orders (roughly £5k for the first one and thereafter £1k for each one tagged on)

1. **Gribbas Corner:** PB had mentioned at the October PC meeting that a resident at Gribbas Corner had agreed that a sign could be affixed to their wall. BD had no objection. Sign to be erected w/c 15/1/17.
2. **Playground Inspections:** BD to ask Tom Marks about the likelihood of CC being able to carry out next year’s inspection. No likelihood at all. We need to make our own arrangements. Remove this item from next minutes.
3. **Refurbishment of Milestones:** No progress to date because of more pressing SPC priorities.BD will supply the necessary materials as and when the PC is ready to refurbish the milestones. It has been suggested at the previous meeting that we should consider tasking a new Councillor or 2 with identifying and assessing the size of the task in terms of where they all are and how many need repainting (Some will merely need cleaning)
4. **Weeds:** First and second weed spraying of 2016/17 had been done. JT had previously mentioned an instance of Japanese Knotweed adjacent to the highway in Goonlaze and had also expressed concern about other notifiable weeds appearing around the parish including Tresevern. BD asked JT to mark positions on a map which will be passed to Tim Bird to investigate further. BD to follow up.
5. **Unauthorised Signs on the Highway:** JVC had previously advised that PB’s report had been considered at the September PC meeting where it had been agreed that a blanket removal of signs was unnecessary and that problem signs would be addressed as and when necessary. BD advised that the “Codfather” sign at Gribbas Corner has been removed.
6. **Mud on Highway:** JT advised that there is still a problem at certain times at Penmennor although the Cauliflower crop is reaching the end of its cutting stage. BD would inspect the road and signs after our meeting and if deemed necessary would have a chat with the farmer.
7. **Bus Stops at Pelean Cross:** JT advised that there had been flooding problems recently. BD informed this would be looked at when Sunny Corner Bolt Hole is being worked on. See below.
8. **Stithians Dam Sign:** JT had previously raised the matter of bad signage at the end of the road leading to Stithians Dam. BD has been successful in finding funds and new signs are on order.
9. **Fair View Cottage, Tubbon Hill:** A planning application has been submitted for the erection of a garage and once this was built, the containers would be removed. Application to be considered at next SPC meeting.
10. **Road to Trewithen Moor:** JT had previously advised of several parts where the road edge was crumbling. These had been repaired ahead of surface dressing. JT advised of road edge problems at Seaureaugh Bridge. BD will inspect severity of damage to see if remedial action is required.
11. **Sunny Corner Bolt Hole:** The bolthole itself had been cleared (see item 4) but as BD had previously advised, it was also necessary to get a JCB into the adjacent field to clear the ditch. This necessitated the removal and reinstatement of a fence, for which permission had now been obtained. BD advised that this work will start on Monday 16th January 2017. The team will also check out Pelean Cross flooding issue.
12. **Overhanging Vegetation:**JVC had previously advised that it had been reported at the Annual Parish Meeting that there were several roads in the parish where adjacent vegetation was overhanging to such an extent that larger vehicles were being forced onto the wrong side of the road. There were also instances in the village itself where footpaths were being obstructed. JVC now has booklets and pads of notices for issuing by the PC. BD had provided JVC with electronic copies of the booklets. JT had provided a list of landowners adjacent to Tubbin Hill. JVC to write to them advising of their responsibilities. BD previously advised that he was liaising with a colleague to identify problem areas through the bus companies (ongoing).
13. **Fence adjacent to FP2:**BD advised that Penny Hodgson has met the owner. The landowner explained to Penny that she has a dog walking business so she put the fence up to protect the public.  Penny was assured that planning permission (PP) was granted for the fence and agreed to keep any vegetation cut back as required. SPC is not aware of any PP applied for or granted. Fences of this height do not normally require PP but there has been no application for change of use either. Provided the owner does keep the footpath cut back so that vegetation does not interfere with footpath users I suspect there is nothing further we can do about this fence which remains a bit of an eyesore in the countryside. JVC to write to landowner asking for the reference number for the PP.
14. **Other Matters:**

* *Horse Riders near Costcutter:* BD stated there is no budget for such signs and this item will remain on our wish list. JT advised that now the Costcutter has become more established, drivers seem to be more sensitive to other road users in the area.
* *Menerdue Farm:* JT advised that the road serving Menerdue Farm, which is actually owned by Cornwall Council, was in a bad state of repair. BD advised that this has been nominated for resurfacing in 2018/19 list. JT also reported that the footpath through the farm was affected by slurry and discarded milk. BD will chase up a response from Penny Hodgson.
* *Mill Lane:* JT advised of problems caused by sat navs directing drivers up what is an unsuitable road and wondered if a sign could be erected to warn drivers to ignore their sat nav and that the road is unsuitable. BD consulted with the Countryside Service but currently no budget for signage.

JT also sought advice as to how the problem of water running down the lane and washing away the surface could be addressed. BD to consult with the Countryside Service. PB advised that the surface was standing up quite well this winter although it has been relatively dry so far.

* *Surface dressing – Crellow Fields:* BD advised that the excess material left following the surface dressing in Crellow Fields has been removed. Three residents had contacted BD to express their thanks for the work being completed. It was agreed that future communications on similar highway matters should be channelled through the Clerk.
* Bend sign near Old Vicarage Close obstructed by ivy. BD advised the ivy has been removed. Remove this item from next minutes.

1. Grit Bin at Tregolls. This grit bin has recently been destroyed after being struck by an unknown vehicle. BD advised the old bin parts had been removed however PB advised that there was still considerable plastic bits on site. BD will get them removed. BD provided costs for replacement bin. Cost for a 0.28 cubic metre bin (Dimensions mm L x W x H 1085 x 500 x 730) filled with 340 kg of road salt is £164.87 inclusive of VAT and delivery. JT suggested changing the location to minimise the risk of a repetition. PB will visit and review best position for new bin and provide picture so BD knows where to position the new bin. All subject to SPC approving expenditure at next meeting.
2. **Meeting ended:** 15.00.
3. **Next Meeting:** Scheduled for Thursday 2nd March 2017 at 14.00hrs at Goonlaze.

**PC Blease**

**Chairman**

**Stithians Parish Council**

**11th January 2017**

**Decisions needing SPC approval**

Item 6 Letter to Crane Garage

Item 23 Outside body communications via Clerk

Item 24 Approve cost of new salt bin.

**Appendices 1 & 2 to AGENDA ITEM 16.6**

**These may be seen upon application to the Clerk**

**AGENDA ITEM 17.1**

**Playing Field Portfolio**

**Clerk’s Report for Meeting on**

**17th January 2017**

**Summary of Decision Required (Details in report):**

To note and agree the content of both the report and the notes of the Playing Field Progress Meeting held on 9th January 2017 and the actions contained therein with particular reference to any financial implications.

Report:

16.1 Playing Field Progress Meeting:

The notes of the Playing Field Progress Meeting held on 9th January appear as Appendix 1 to this report. Members are requested to note the content thereof with particular reference to any financial implications arising therefrom. By accepting the report, Members are agreeing to accept any quotations referred to therein.

All the signs that have been awaiting my attention for so long should now be erected. It will be noted, however, that it has been identified that another relating to dogs is needed at the gate opposite the Church. The Chairman, as I was ill, met Roger Taylor to organise their erection and spoke to him about this and one will be erected in the week commencing 16th January.

**JV Calvert,**

**Clerk**

**12th January 2017**

**Appendix 1 to AGENDA ITEM 17.1**

**NOTES OF PLAYING FIELD PROGRESS MEETING HELD ON**

**MONDAY 9th JANUARY 2017.**

**Present:**

(HJ) Councillor H Jones – Playing Field Portfolio Holder

(TM) Tyrone Martin - Playing Field Caretaker

*Colours indicate action required by that person.*

**Apologies:**

(JVC) John Calvert - Clerk

Councillor Mrs J Thomas – Assistant Playing Field Portfolio Holder

**Notes of Meeting:**

As has become normal practice, the notes of the previous meeting, in this case, 7th November 2016, were used as an agenda with any other items included under “Other Matters” or as necessary.

1. *Pavilion:*

*Replacement Pavilion:*

The situation remains the same in that the survey of the Playing Field is completed but, because of other commitments and lack of Members until now, no further contact has yet been made with Grenville Tresidder concerning the preparation of plans. The Chairman has indicated that it is his intention to hold a meeting of the Parish Development Working Group in January.

1. *Replacement Play Equipment:*

It had been previously agreed that further investigation into more play equipment should be undertaken to include a visit to Feock to look at a zip wire. HJ will visit before next meeting.

1. *Caretaker’s Inspection Reports:*

*Inspection Report Dated 8th January 2017:*

TM had informed JVC of wording of Skate Park sign and replacement due to be fixed by Roger Taylor on 10th January.

*Inspection Report Dated 8th January 2017:*

Nothing that isn’t covered elsewhere in the meeting.

*4. Annual Safety Inspection:*

The following actions were previously identified as needing attention:

* *Cradle Swings:* The report identified several problems. It had been previously agreed that TM would provide a quotation for replacing two legs, the cross bar (***if needed – it isn’t!!***) and the two seats and associated chains and fittings. This would then provide a refurbished piece of equipment suitable for many more years’ service. As this is one of the items soon to be moved into an enlarged Toddler Play Area (in a separate enclosure within it), it was agreed to leave this work in abeyance and to do it when the swings are moved. TM to look at the option of moving this swing prior to repair work – swopping location with ‘igloo’ climbing frame.
* *Flat Swings:* Top links on the short connecting chains are worn. TM to replace shackles and remove top link.
* *Slide:* Steps are 13mm apart. Gap should be filled so that a 100mm sphere cannot pass through. Also need anti-slip treatment.
* *Monkey Bars:* Well known as a cause of injury but also recognised as having a high development value. Monitor.
* *Net Climb:* Horizontal bar at the bottom is not padded. Could prove problematic but no reported accidents to date. Monitor.
* *High Metal Slide:* Higher than today’s norm but still in good condition. No problems identified.
* *Train:* Concerned that fall height is greater than 600mm. It was noted that there have been no recorded accidents since its installation over 15years ago. Monitor. This is another item to be moved into an enlarged Toddler play Area
* *Infants’ Play Area:* HJ to look at options for creating a larger ‘safer’ toddler area.

*5.* *Other Matters from Previous Meetings:*

* *Climbing Wall Rope Net:*

Still being monitored – all OK at present. Nothing in this respect identified in Annual Inspection.

* *Tennis Court:*

TM had loosened net but it keeps being tightened. Possibility of notice to users asking them to loosen it once they have played was again discussed. JVC had arranged for suitable sign to be placed near tennis court gate by Roger Taylor on 10th January. JVC also to provide tag with same message for key.

White lines will need repainting soon.

It was noted that income has significantly reduced and it was previously questioned whether or not it was worthwhile continuing to charge although it was acknowledged that locking the gate helped to prevent possible damage. Now agreed to carry on with charging and locking to avoid possible conflicts of use and vandalism.

* *Old Playing Field Entrances:*

TM was still “keeping on top of the weeds”. Further moss treatment had been carried out.

* *Dogs in Playing Field:*

JVC had arranged for Roger Taylor to erect suitable signage on 10th January to allow dogs on leads on the tennis court footpath only. Only one sign ordered (near Bowling Club). Sign also needed at Church gate. JVC to arrange.

*6. BMX Track:*

Several “modifications” had been made by users. No action to be taken other than TM filling in a “pit” which may cause a hazard. This he did, only for it to appear again. Leave and monitor.

*7. Car Park Maintenance:*

It had previously been noted that the gate from the car park into the rugby field was often obstructed. JVC had arranged for Roger Taylor to erect suitable signage on 10th January saying that it must be kept clear at all times.

*8. Tennis Court Footpath:*

TM monitoring and taking action as and when necessary. No problems at present. There was sometimes a problem with dog mess on this footpath (despite a sign saying no dogs). In view of the fact that dogs are to be allowed on this path, it was agreed that the litter bin near the skate park would be relocated. TM to review work required and re-locate.

*9. Litter:*

No problems at present. JVC had previously referred to problems regarding glass adjacent to Ennis & Carbis. TM now monitoring regularly.

*10. Staining & Painting of Play Equipment:*

TM has completed the required work.

*11. Youth Shelter:*

There appears to have been a reduction of incidents since the additional anti-climb paint was applied.

*12. Other Matters:*

* *Condition of RFC Training Pitch:*

No problems at present.

* *Water Tanks in Pavilion:* TM to inspect support timbers and report to next meeting.

*13. Next Meeting:*

It was agreed that the next meeting would be at 2pm on Monday 13th February 2017 at Dursona, South Road, Stithians.

**Cllr H Jones,**

**Playing Field Portfolio Holder**

**9th January 2017**

**AGENDA ITEM 18.1**

**Clerk’s Report for Meeting on 17th January 2017**

**Cornwall Council’s Consultation on their Preliminary Draft Charging Schedule for the Community Infrastructure Levy**

**Summary of Decision Required (Details in report):**

To agree, rather than responding individually, that Stithians Parish Council will support the views of the Mining Villages Regeneration Group on Cornwall Council’s consultation in respect of the Community Infrastructure Levy.

Report:

Members are aware of this consultation.

Having considered it, the Chairman feels that it is more applicable to the larger authorities. It is, however, to be discussed at the next meeting of the Mining Villages Regeneration Group on 19th January, which the Chairman will be attending.

This will then result in a response from MVRG, taking into account views expressed at the meeting.

It is hoped that Members will consider this a suitable way of responding to the consultation.

If Members do have any comments to make, then the Chairman will be only too pleased to air them at the MVRG meeting.

**JV Calvert,**

**Clerk**

**12th January 2017**

**AGENDA ITEM 19.1**

**Website Report**

The all new Stithians Parish Council (SPC) website was launched in mid December 2016 in time for the publication and distribution of the SPC newsletter Spotlight.

At time of writing the new site has been visited 842 times and 42 people have subscribed to our electronics newsletter. 462 unique visitors have viewed a total of 1660 pages. We have sent out one newsletter to-date to publicise the sudden closure of the PO.

At a recent Code of Conduct training session, we were recommended to each have a dedicated email address. It is possible to add a mail box feature to the website so each councillor could have a dedicated email address using the website domain for example [philblease@stithiansparishcouncil.org.uk](mailto:philblease@stithiansparishcouncil.org.uk)

The additional cost to set up this mailbox arrangement would be around £40 per year.

**Phil Blease**

**12th January 2017**

**AGENDA ITEM 21**

**Clerk’s Report for Meeting to be Held on 17th January 2017**

# Correspondence Received

**SUMMARY OF DECISIONS REQUIRED (Details in Report):**

* **To note receipt from CALC of Edition 24 of their weekly newsletter.**
* **To note receipt from Cornwall Council of a special bulletin of their Communities & Devolution Newsletter dated 16th December 2016.**
* **To make a decision as to a donation to the Cornwall Air Ambulance.**
* **To note receipt of the Police & Crime Commissioner’s Report for December 2016.**
* **To note receipt from Cornwall Council of their Communities & Devolution Newsletter dated 23rd December 2016.**
* **To note receipt from CALC of Edition 25 of their weekly newsletter.**
* **To note receipt from Cornwall Council a special edition of their Communities & Devolution Newsletter dated 12th January 2017 relating to the devolution of the Library and Information Service**

**REPORT:**

Since the last meeting, the following correspondence has been received:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | **Type** | **From** | Subject | **Action Taken/Requested** |
| 16/12 | E-mail | CALC | Weekly Newsletter 24 | See Section 1 of Report |
| 04/11 | E-mail | Cornwall Council | Communities & Devolution Newsletter | See Section 2 of Report |
| 10/12 | Letter | Cornwall Air Ambulance | Donation | See Section 3 of Report |
| 22/12 | E-mail | Police & Crime Commissioner | Monthly Report - December | See Section 4 of Report |
| 23/12 | E-mail | Cornwall Council | Communities & Devolution Newsletter | See Section 5 of Report |
| 06/01 | E-mail | CALC | Weekly Newsletter 25 | See Section 6 of Report |
| 12/01 | E-mail | Cornwall Council | Special Edition of Communities & Devolution Newsletter | See Section 7 of Report |

1. I circulated this to Members for information on 18th December.
2. I circulated this to Members for information on 18th December. It advises that Council tax referendum principles have **not** been extended to parish and town councils in 2017/18.
3. Cornwall Air Ambulance are once again seeking a donation, which they do annually, to assist in continuing their work. This is one of the few requests that has never been refused in the past as it has always been considered a vital service. Previously, £50 has been donated but the budget allocated for donations is never fully utilised and currently stands at £200. Members may therefore wish to consider a larger donation to what the PC has always considered an essential service.
4. I circulated this to Members for information on 22nd December.
5. I circulated this to Members for information on 23rd December.
6. I circulated this to Members for information on 9th January.

**JV Calvert,**

**Clerk**

**12th January 2017**

**AGENDA ITEM 21(A)**

**Clerk’s Additional Report for January 2017**

# Correspondence not included in Main Report and also that Received between Report & Meeting

**SUMMARY OF DECISIONS REQUIRED:**

1. **To note receipt from CALC of Edition 26 of their weekly newsletter.**
2. **To note information received from Cornwall Council on the forthcoming Cornwall and Parish Council elections.**

**REPORT:**

The following correspondence has been received since the agenda for the meeting was circulated:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Type | From | Subject | Action Taken/Required |
| 13/01 | E-mail | CALC | Weekly Newsletter 26 | See Note 1 below |
| 16/01 | E-mail | Cornwall Council | 2017 Elections | See Note 2 below |

1. I circulated this to Members for information on 13th January.
2. I circulated this to Members for information on 17th January

**JV Calvert**

**Clerk**

**17th January 2017**

**AGENDA ITEM 23**

Authorisation of Payments – January2017

**Decisions Required:**

1. **To approve payment of the sums shown in the report totalling £4,952.41 along with sums in any additional report which may be tabled at the meeting.**
2. **To approve payment of any additional expenditure agreed by resolution during the meeting.**

**Report:**

1. The table below shows, as usual, invoices received since the last meeting as well as the usual monthly and other payments to be made. Figures in parentheses in the last column relate to the explanatory notes below the table.
2. Invoices received between the date of the circulation of this report and the date of the meeting will be reported at the meeting as appropriate in a report tabled at the meeting.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Type | Date Due | Payee | For | VAT | Total Amount | See Note |
| SO | 03/01 | Bank | Safe Custody Fees |  | 7.50 |  |
| E | 11/01 | SWW | Water Supply Connection for Cemetery | 251.40 | 1,508.40 | 1 |
| E | 17/01 | Clerk | January Salary |  | 1,263.12 | 2 |
| E | 17/01 | Clerk | December Expenses (Appendix 1) |  | 5.85 |  |
| E | 17/01 | HMRC | Clerk’s Tax under PAYE – January |  | 315.80 |  |
| E | 17/01 | M White | Toilet Cleaning - January |  | 81.16 |  |
| E | 17/01 | M White | Litter Picking - January |  | 132.37 |  |
| E | 17/01 | Tyrone Martin | Playing Field Caretaker - January |  | 598.35 |  |
| E | 17/01 | Tyrone Martin | Lower Churchyard - January |  | 69.10 |  |
| E | 17/01 | Tyrone Martin | Cemetery Maintenance - January |  | 74.40 |  |
| E | 17/01 | Tyrone Martin | Cleaning Longdowns Bus Shelters - January |  | 28.17 |  |
| E | 17/01 | Tyrone Martin | Crellow Fields AA Caretaking - December |  | 103.20 |  |
| E | 17/01 | Tyrone Martin | Crellow Fields AA Caretaking - January |  | 103.20 |  |
| E | 17/01 | SWW | Water Supply - Toilets |  | 31.82 |  |
| E | 17/01 | In Steel | Handrail to Post Office/Shop |  | 509.00 |  |
| E | 17/01 | Bowling Club | Electricity for Footpath Lighting | 3.37 | 70.78 |  |
| DD | 01/02 | SWW | Water Supply – Playing Field |  | 50.19 |  |
|  |  |  | TOTALS | £254.77 | £4,952.41 |  |

Notes:

1. This payment was agreed under Minute 08/12/16(2) and is also referred to in Agenda Item 15.1
2. This payment is the Clerk’s gross salary (£1,578.92) less Income Tax due from the Clerk under PAYE for the month of January.

**JV Calvert,**

**Clerk & RFO**

**12th January 2017**

**Appendix 1 may be seen upon application to the Clerk.**

**AGENDA ITEM 23(A)**

Additional Authorisation of Payments – January 2017

Decision Required:

Members are requested to approve the additional payments shown in the table below in the sum of £1,247.78.

Report:

Since the Agenda was circulated, the following invoice has been received:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Type | Date Due | Payee | For | VAT | Total Amount | See Note |
| E | 17/01 | LA Phillips | Toilet & Playing Field Consumables | 8.74 | 52.46 |  |
| DD | 01/02 | National Playing Fields Association | Membership |  | 50.00 |  |
| DD | 14/02 | PWLB | Playing Field Loan 1 |  | 1145.32 |  |
|  |  |  | Totals | £8.74 | £1,247.78 |  |

Notes:

None.

+**JV Calvert,**

**Clerk & RFO**

**17th January 2017**